

Weekly Report for Week Ending 20 August 1958
from
Records Disposition Branch

1. Contributions

a. OTR Records Control Schedule [REDACTED] 25X1A9a

✓ The revised Records Control Schedule for OTR has been approved and forwarded to the OTR for implementation. Of particular significance was the decrease in records volume, 5,020 cubic feet as contrasted with 5,643 feet previously recorded. Equally important was a decrease of 33 pieces of filing equipment. Project is complete.

✓ b. OCR Records Clean-Up Campaign [REDACTED] 25X1A9a

Active campaign ended 15 August with follow-through to extend through August. Incomplete returns indicate excellent results including:

RECORDS

| | | | |
|----------------------|-------|-------------|------------------------------|
| Destroyed | 573 | linear feet | |
| Retired | 1,288 | " " | |
| Disposed | 1,861 | " " | (5% of total holdings in HQ) |
| Average per employee | 2.25 | " " | |

EQUIPMENT

| | No. of Items | Current Repl. Cost | Floor Space Required |
|---|--------------|-----------------------|-------------------------|
| Turned in to Supply | 54 | \$14,422 | 431 sq. ft. |
| Released for use space equivalent to | 144 | \$55,129 | |

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c. SR Division/DD/P [REDACTED]

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✓ Assisted Mr. [REDACTED] of RI/DD/P in preparing requirements and specifications for a small open shelf filing installation in the S.R. Division.

2. Assignments

a. Office of Central Reference/IR Mock-up [REDACTED] 25X1A9a

The proposed Mock-up has been approved by the DD/I and construction of the secured area began yesterday. New filing equipment which will be purchased by the Office of Logistics has been requisitioned.

✓ b. Legislative Counsel [REDACTED] 25X1A9a

Further action on the Records Control Schedule has been suspended until the adjournment of Congress.

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c. Shelf Filing/Office of Communications [REDACTED]

✓
25X1A9a Have been requested by [REDACTED], Chief, Admin, OC to prepare a new filing and floor plan for the Personnel Files Section. Mr. [REDACTED] requested that the plan include, if possible, the transfer of a portion of the Budget Office, and the Career Management Office, plus two people into the space now occupied by the Personnel Files Section. In addition the plans should provide for storage of all material on open shelving.

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d. Assistance to ARO in OP on Credit Union File Problem [REDACTED]

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2 25X1A9a ✓
On 18 August met with Mrs. [REDACTED] ARO's of OP, and Mr. [REDACTED] of Credit Union concerning a filing problem caused by accumulation of Loan and Ledger cards. Recommended amendment of Records Control Schedule to provide for retirement of closed account cards and completed ledger cards after current account reconciliation is completed. ARO agreed to this solution.

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e. Office of Communication/Engineering Division [REDACTED]

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25X1A9a Miss [REDACTED] ARO, Office of Communication has asked us to review the new space acquired by the Engineering Division for purposes of making suggestions or proper utilization of space and filing equipment.

✓ f. Stock Management/Office of Logistics [REDACTED]

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Have been requested to develop an indexing system for ordnance items for this Office.

✓ g. Records Management Survey/Office of Personnel [REDACTED]

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No change from previous report.

3. Vital Materials

25X1A9a A meeting was held with Mr. [REDACTED] ORR, to discuss the proposed reduction of the Rand reports presently on file in the Repository. Mr. [REDACTED] stated that as a result of a review made in the Analysis and Industrial Division of ORR, he can provide us with a list of Rands to be retained for a period of three (3) years. This list should permit us to withdraw over 600 Rand reports.

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25X1A9a Mr. [REDACTED], DD/P/I accompanied last weeks trip to the repository to deposit and withdraw Vital Materials.

25X1A9a Mrs. [REDACTED] OCR, visited the Records Center. Microfilming of Vital Materials continues in OCR/IR and the Office of Personnel. These filming projects are 45% and 20% complete respectively.


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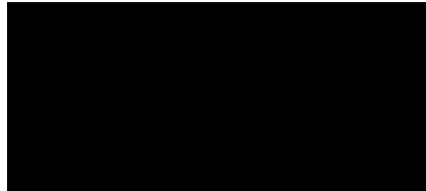
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4. News

- ✓* a. Twenty one cubic feet of Class A Station Accounting records *✓*
were transferred from  to the Records Center. 25X1A6a
- ✓* b. The shelf filing for OS has arrived and is currently being *✓*
erected.
- man* c. Approved the request for transfer of certain unclassified
records from CIA to the Bureau of Mines for permanent *✓*
retention.
- man* d. According to Building Planning Staff, floor space in the
new HQ Building will cost \$22.50 per square foot.



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